

DEPARTMENT OF THE ARMY
Pacific Ocean Division, Corps of Engineers
Fort Shafter, Hawaii 96858-5440

PODR 1110-1-3

CEPOD-ED

Regulation
No. 1110-1-3

30 January 1992

Engineering and Design
HALF-SIZE DRAWINGS AND MICROFORMS

1. PURPOSE. To provide information, guidance and instructions for implementing the use of half-sized drawings and microforms.

2. APPLICABILITY. This regulation applies to all elements of the Pacific Ocean Division Office.

3. REFERENCES.

- | | |
|--------------------|--|
| a. AR 25-400-2 | The Modern Army Recordkeeping System (MARKS) |
| b. ER 1110-345-100 | Design Policy for Military Construction |
| c. TM 5-818-1 | Soils and Geology - Procedures for Foundation Design of Buildings and Other Structures (Except Hydraulic Structures) |
| d. ER 1110-345-710 | Drawings |
| e. DOD-STD-100 | Engineering Drawing Practices |
| f. MIL-STD-12 | Abbreviations For Use on Drawings, and in Specifications, Standards, and Technical Documents |
| g. MIL-STD-14 | Architectural Symbols |
| h. MIL-STD-17 | Mechanical Symbols |
| i. AWS A2.4 | Symbols for Welding, Brazing, and Nondestructive Examination |
| j. ER 1110-2-1002 | Maps and Drawings |
| k. ER 1110-2-1200 | Plans and Specifications |

4. POLICY.

a. Continued emphasis will be placed on good drafting practices. The standards listed in references 3d through 3k will be kept bound in one or two volumes and sets of these standards will be kept in various locations in the Directorate of Engineering (CEPOD-ED) for ready reference.

b. Full-size drawings will be used as construction drawings. Half-size drawings will be used when requested by using agencies and when approved by the Director of Engineering.

c. Copies of "as-built " drawings retained for reference will be kept on 35mm aperture cards. Director of Engineering, and the Design Division (CEPOD-ED-D) and Planning Division (CEPOD-ED-P) chiefs will select "as-built" drawings to be retained for military and civil works construction, respectively.

30 Jan 92

d. Concept or preliminary and final drawings being submitted for approval of Chief, Technical Engineering Division (CEPOD-ED-T), will be in full size.

5. RESPONSIBILITIES.

a. Chief, Design Division

(1) Monitor drawings by AE and in-house drafting technicians to meet standards necessary for microforms, as per DOD-STD-100B.

(2) Submit printing request to Navy Publishing and Printing Service Detachment Office (NPPSDO).

(3) Insure that "as-built" drawings of current Military and Civil Works construction projects are microformed before transmitting/forwarding to using agency.

(4) Maintain files in accordance with AR 25-400-2.

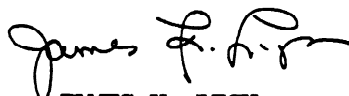
b. Chief, Information Support Services Division will have drawings microformed as requested by CEPOD-ED-D.

6. PROCEDURES.

a. CEPOD-ED-D will select drawings for microform in batches of about 800 drawings. Submit Navy Form PH-NPPSDO 5603-17, together with drawings to NPPSDO for one set of microforms of the drawings.

b. NPPSDO will return aperture card and drawings to CEPOD-ED-D. CEPOD-ED-D will input, alphabetically by project and in numerical sequence by batch number, into the computer. Listing will be available on request.

FOR THE COMMANDER:



JAMES K. LIGH
Acting Director, Information
Management

Distribution List: (List 91-1)
B, C